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No. 2

GOVERNMENT OF GOA

Department of Women & Child
Development

Directorate of Women & Child Development

Notification

2-151-13-ICDS/10

In supersession of all previous notifications/ /circulars of this department, the Government of Goa is pleased to issue the revised guidelines for Recruitment/Promotion/ /Transfer of Anganwadi Workers/Anganwadi Helpers under ICDS Programme in the State of Goa, as per Annexure A attached.

The enclosed guidelines shall come into force from the date of issue of this Notification.

By order and in the name of the
Governor of Goa

Dipak Desai, Director (Women & Child
Development).

Panaji, 2nd April, 2018.

ANNEXURE-A

Guidelines for the Recruitment/Promotion/ /Transfer of the Anganwadi Workers/Helpers on honorary basis under ICDS scheme run by Department of Women & Child Development, Panaji-Goa.

I. Selection Procedure

1. *Objectives.*— (a) To fulfil the objective of ICDS scheme and to ensure regular integrated delivery

of package of early childhood services to children, expectant and nursing mothers from the focal point i.e. Anganwadi Centres.

(b) To provide an opportunity for the local women of the State to work/serve on voluntary basis in Anganwadi Centres, opened under ICDS Scheme, on fixed monthly honorarium decided by the Centre/State Government from time to time.

2. *Selection Committee.*— The engagement of Anganwadi Workers and Helpers shall be made by the following Selection Committee:-

- | | |
|--|----------------|
| 1. Child Development Project Officer (Concerned Block) | Chairman. |
| 2. Block Development Officer (Concerned Block) | Member. |
| 3. Health/Medical Officer (Concerned Block) | Member. |

3. *Honorarium.*— The Anganwadi Workers and Helpers will be initially paid monthly honorarium on the rates as prescribed by the Central and State Government and further enhancement rate will be paid as per guidelines.

(a) Anganwadi Worker = Initially Rs. 7,000/- per month.

(b) Anganwadi Helper = Initially Rs. 4,500/- per month.

4. *Eligibility Criteria.*— Only such female candidates are eligible to apply for the post of Anganwadi Worker/Anganwadi Helper who are:

(a) Normal residents of the concerned Block.

Recruitment to be conducted by advertising of vacancies with due publicity and only the residents of the areas as above will be entitled

to apply. If the candidates are not available within the feeder area, applications will be considered of the desirous candidates residing within the nearby Blocks. In case the feeder area falls in 2 Village Panchayats of the different Blocks the candidates of both Blocks are free to apply to the post.

(b) For Anganwadi Worker minimum qualification shall be SSCE and for Anganwadi Helper minimum qualification shall be middle school/VIIIth pass.

(c) Age between 18-45 years.

5. *Advertisement of Vacancies.*— The vacancies of Anganwadi Workers and Helpers shall not be notified through the Employment Exchange. The Directorate of Women & Child Development will call applications for engagement of Anganwadi Workers/Helpers by formally advertising the vacancies through Newspapers. Publicity of vacancies shall also be made through ICDS:

Provided, where the post of Anganwadi Worker has fallen vacant due to any reason and the matter is not sub judice, the senior most Anganwadi Helper from the respective Block shall be given first opportunity to be appointed as Worker if she fulfills the minimum Matric education qualification and has experience of atleast 05 years working as a Anganwadi Helper and no advertisement shall be required.

6. *Applications.*— The desirous candidates will have to apply on plain paper to the Child Development Project Officer concerned. Receipts to be given to all the applicants by the Office of CDPO. The applicants required to produce the testimonials/certificates on the day of interview, which to be screened by the Selection Committee and the applicants having the requisite documents/ testimonials shall be eligible to appear for the oral interview. However, the Selection Committee has to give reason in writing about non eligibility of the candidates to be recorded on the merit list in remarks column. Besides, to give maximum opportunity to the desirous candidates and select best available candidate it has been provided for oral interview and eligible candidate coming with the requisite documents on the day of interview will be provided the opportunity to appear before the Selection Committee.

7. *Marks.*— Selection shall be based on merit out of the total marks of 50. Marks shall be awarded as follows:—

1. *Anganwadi Workers.*— (A) Maximum 25 marks for educational qualification will be given in the following manner:—

(i) Percentage of marks in 10+2 subject to the maximum of 15 marks.

(ii) Candidates who possess higher educational qualification shall be given 10 additional marks as follow:

Degree or equivalent = Additional 05 marks for Graduation.

Post Graduates or equivalent = 05 additional mark for post graduation and above.

(B) Maximum 10 marks for experience in the field.

(C) 15 marks for personal interview.

Total 50 marks

2. *Anganwadi Helpers.*— (A) 20 marks Middle Pass.

(i) 05 additional marks for those candidates who are matriculate or above.

(B) Maximum 10 marks for experience in the field.

(C) 15 marks for personal interview.

Total 50 marks.

8. *Finalization & Declaration of result.*— The result will be declared by the Selection Committee on completion of all interviews and selection list will be submitted to the Department of WCD. Director, Department of WCD is the competent to issue appointments/orders of Anganwadi Worker/Helper.

9. *Orders.*— On the basis of result of Selection Committee engagement (appointment), order of the selected candidates will be issued by the Directorate of Women & Child Development.

10. *Panel.*— For every selected/engaged candidate, one candidate who is next in merit will be kept in waiting. This waiting list will be valid for 6 months after the selection process is over. Candidate kept in waiting may be engaged if the selected candidate does not join or leaves the job within 6 months of engagement. In the eventuality of Court cases, this waiting list will be valid for a period of 45 days after final order is passed by the Hon'ble Court in the matter.

11. *Relaxation of eligibility.*— There shall be no criteria for selection and appointment of Anganwadi Workers and Anganwadi Helpers.

12. *Appeal against selection.*— 1st and final appeal by any aggrieved candidate can be made to the Secretary (WCD) who will decide the same within 15 days from the date of filing appeal.

II. Terms and Conditions of Services

1. *Duties.*— The Anganwadi Workers and Helpers shall be responsible to perform all duties/ responsibilities related to ICDS and Women Empowerment Programmes, as per ICDS manual and instructions issued by the Centre and State Government from time to time.

2. *Training.*— The engaged Anganwadi Worker and Helper will have to undergo prescribed job training/orientation and refresher courses from time to time. The worker will have to undergo job training within one year or so from the date of joining as worker. If she fails to undergo job training within the stipulated period, her engagement can be cancelled/revoked. If any worker fails twice in job training, she will have to undergo job training from her own expenses.

3. *Leave/Paid Holidays.*— The Workers/Helpers shall be entitled for leave/paid holidays as per guidelines issued by the Government of India/State Government from time to time.

4. *Transfer/Adjustment of the Anganwadi Workers/Helpers.*— Under ICDS programme there is no provision of transfer of Anganwadi Workers/Helpers as these are honorary workers. However, only in case of marriage of AWW or AWH, some adjustments can be done as follows, a vacancy exists arises at the place of her husband's normal place of residence/place of marriage concerned, she can be adjusted on her request made within one month from date of vacancy arising or date marriage as the case may be. Divorce/destitute women living with their parents in Anganwadi area, but working at the place of marriage can be transferred to the place of Anganwadi falling in the parental area in a similar manner subject to the availability of vacancy. Director of Women & Child Development will be the competent authority to order transfer/adjustment of Anganwadi Worker/Helpers within the State.

5. *Resignation.*— (a) In case of permanent shifting of the Anganwadi Worker or Helper from Anganwadi area due to her marriage or otherwise, if there is disruption in the delivery of services she will have to resign within a month. In case she

does not resign, services will be terminated after giving 15 days notice through registered post with AD.

(b) The Anganwadi Worker/Helper will submit her resignation to the Child Development Project Officer.

(c) In both cases the Director of Women & Child Development concerned shall be the competent authority to accept the resignation and for termination of services.

6. *Age of retirement.*— An Anganwadi Worker or Helper can work as Anganwadi Worker or Helper up to the age of 60 years. On attaining the age of 60, Child Development Project Officer will issue office orders for her retirement, which will be effective from the last date of the month of her birth/attaining 60 years of age.

7. *Removal.*— Anganwadi Worker and Helper are honorary workers. For any act of misconduct, misbehaviour and for non-performance of her duties, the services of an Anganwadi Worker or Helper can be terminated after serving 15 days notice for giving reasons to be recorded in writing by the Director of Women & Child Development.

8. *Rights to claim Regular Appointment.*— Any candidate engaged as Anganwadi Worker or Helper shall have no right to claim regularization/absorption/appointment as regular Government employee of the State Government.

9. *Maternity/Medical Leave.*— During the Maternity leave period and Medical leave period for more than 02 months Director, Directorate of Women & Child Development is competent to appoint substitute AWW/AWH during leave period.

10. *Right of amendments.*— The Government of Goa shall have the right to amend any of the provisions mentioned in the above scheme in public interest as and when required.

11. *Repeal.*— All previous instructions/guidelines issued regarding appointment of Anganwadi Workers/Helpers will stand repealed from the date of notification of new scheme/guidelines.

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